

# **Southwest Area Fire Planning Committee Charter**

## **I. Authority**

This charter sets forth guidelines and procedures by which the Southwest Area Fire Planning Committee will operate.

## **II. Mission Statement**

Establish an efficient and effective interagency committee to coordinate Fire Program Analysis (FPA) and other interagency fire planning activities within the Southwest Area.

## **III. Membership**

Membership of the Committee shall consist of the following.

- A. One representative from each member agency of the Southwest Coordinating Group (SWCG), selected by the agency representative to the SWCG.
- B. A SWCG representative.
- C. Other agency representatives, as needed.
- D. *Ad hoc* members, as needed.

If a SWCG member agency is not represented by a Committee member, the Committee will work with the agency and/or liaison to the SWCG to find a candidate. Agencies unwilling or unable to furnish a Committee member may select an existing Committee member to represent their agencies' issues and concerns.

The SWCG and/or the Committee may appoint other representatives from affected agencies that are not formal members of the SWCG. Similarly, *ad hoc* members may also be appointed to meet special needs of the Committee.

## **IV. Organization**

The Committee shall select the following officers:

- A. Committee Chair
- B. Vice-Chair

The Committee shall select a Chair and Vice-chair from its membership with the concurrence of the SWCG. These officers shall serve a minimum of two years. Each position shall rotate through the member agencies of the SWCG. The selection of officers shall take place at the second meeting of the year in which their term expires.

## **V. Responsibilities & Duties**

### **Fire Planning Committee**

As an interagency group, the Committee shall coordinate fire planning activities within the Southwest Area. The Committee's responsibilities include:

- Working under the direction of the SWCG.
- Providing periodic reports to the SWCG to keep it informed of the status of fire planning efforts.
- Making recommendations to SWCG to resolve interagency issues related to fire planning.
- Providing feedback to the national fire planning groups (i.e. Steering Committee, Development Core Team, and Implementation Coordinating Group) as the fire planning modules and materials are being developed and refined.
- Facilitating fire planning training and technology transfer to the Southwest Area Units.
- Developing geographic area-specific business rules and other guidelines for fire planning.
- Coordinating the implementation of fire planning outputs in accordance with national guidelines and timeframes.
- Obtaining and consolidating fire planning data and submitting to the national fire planning groups as needed.
- Monitoring the implementation of fire planning results (beginning in Fiscal Year 2007).
- Coordinating other interagency fire planning activities as requested by SWCG.

### **Committee Members**

In addition to the group's duties, individual members of the Committee shall serve to represent their respective agencies. As such, the responsibilities for individual Committee members include:

- Working under the direction of the member's national, regional, and/or state agency offices.
- Serving as point of contact and liaison for the member's agency.
- Coordinating interagency fire planning activities within the member's agency.
- Being familiar with the member's agency policies, guidelines, and practices that pertain to fire planning and sharing that information with the Committee.
- Facilitating agency-specific fire planning training and technology transfer.
- Identifying agency-specific issues, concerns and needs related to fire planning.
- Obtaining and consolidating agency data as needed.
- Attending all Committee meetings and functions, or notifying the Chair if unable to attend a meeting or function.
- Participating in Committee functions and subcommittees, as necessary.
- Mentoring agency fire planners and supporting their development and training.

## **VI. Meetings**

The Committee shall meet as needed and determined to be necessary at a site to be selected by consensus. Meetings are open to agency fire planners and other interested parties. Any Committee member can request additional meetings or teleconferences if the need should arise.

## VII. Approval

This charter and the standing committee shall remain in effect until amended or dissolved by the SWCG.

Recommended by:

/s/ Ginger Brudevold-Black

Ginger Brudevold-Black, Chair  
Southwest Area Fire Planning Committee  
June 2004

Approved by:

/s/ William C. Waterbury 8/9/2004

Bill Waterbury, Chair  
Southwest Area Coordinating Group  
June 2004